

TITLE: ASSISTANT SUPERINTENDENT/IPP COORDINATOR
LEVEL: M-10
DEPARTMENT: DPI/WASTEWATER DIVISION
SALARY: \$57,596 - \$70,225 (FOUR STEPS)

FUNCTION: Supervises portions of and participates in the management of all aspects of the Wastewater Division, insuring proper operation, maintenance and compliance.

SUPERVISION RECEIVED: Works under the general supervision of the Commissioner

SUPERVISION EXERCISED: Exercises general supervision over Wastewater Division personnel, temporary and other support staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The operation and maintenance of the City's sewage and stormwater collection system, Septage receiving facility and Sullivan's Ledge ground water treatment facility
- The City's Industrial Pretreatment Program
- Participates in the implementation and management of ongoing activities for the following:
 - NPDES permitting and reporting
 - CSO and SSO monitoring and reporting
 - CMOM program
 - Hazardous waste inspections and disposal
 - Employee safety and program training
 - Contract operations of the wastewater treatment facility
 - Sludge Disposal
 - Consent Orders
 - Interpretation of analytical data
 - Investigates City's receiving waters when sewage and/or industrial effluent is suspected
 - Gathers all pertinent data month
 - Determines whether or not septic haulers can dump into City sewer system

The above covers the most significant responsibility of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

PERIPHERAL DUTIES: May serve on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelors degree in biology, chemistry, environmental sciences, engineering or closely related field.

Five (5) years of experience in a wastewater utility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

In depth knowledge of Industrial Pretreatment rules and regulations.

Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant and collection system maintenance and operation activities; working knowledge of laboratory procedures and practices.

Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments the public and State and Federal agencies; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS: Grade IV wastewater operator and collection system operator licenses, 40 hr OSHA Hazardous Waste training. Valid Massachusetts driver's license.

TOOLS AND EQUIPMENT USED: Mobile radio; telephone; personal computer; copy and fax machine.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to sewage, fumes or airborne particles, hazardous waste, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.